



BOUNDARY LINE ADJUSTMENT (BLA) CHECKLIST

Community Development Department ♦ 80 Columbia Avenue ♦ Marysville, WA 98270
(360) 363-8100 ♦ (360) 651-5099 FAX ♦ Office Hours: Monday - Friday 7:30 AM - 4:00 PM

- ☐ Cover letter to include a detailed project description
- ☐ Application Fee \$250.00 per adjusted lot
- ☐ Land Use Application
- ☐ Legal Description(s) of existing and adjusted lots (3 copies)
- ☐ Vicinity Map (2 copies)
- ☐ Title Report aka "Plat Certificate" (2 copies **current within 30 days of submittal**)
- ☐ Lot Status Certification Forms & Deeds which Created Lots (for non-platted lots only)
- ☐ Preliminary BLA map/survey (5 copies 18 x 24" and 1 copy 11 x 17") to include:
 - The name of the proposed BLA;
 - The date, north arrow, and approximate engineering scale as approved by the Planning Division (e.g. 1" = 20', 1" = 30', 1" = 40', 1" = 50', 1" = 60');
 - Boundary lines (both existing and adjusted); right-of-way; easements (including AFN) and property lines of lots, tracts, parcels or sites with accurate bearing, dimensions or angles of all curves. Existing boundary lines shall be solid and revised boundary lines shall be dashed;
 - Location, name and width of existing and proposed streets and right-of-way;
 - Number of each lot, tract, parcel or building site and each block;
 - Description of private covenants and special restrictions;
 - Location, dimensions and purpose of any easements;
 - Location and description of monuments and lots, tracts, parcels or building site corners set and found;
 - If required to define flood elevations or other features relative to the lot then datum elevations and primary control points approved by the City. Descriptions and ties to all control points shall be shown with dimensions, angels and bearing;
 - Designation by **PHANTOM LETTERS** of the lots, tracts, parcels or building site existing prior to the BLA and designation in **SOLID LETTERS** of the proposed lots, tracts, parcels or building sites adjusted;
 - Special setback lines when different from the City's setbacks;
 - A dedicatory statement acknowledging any public or private dedications, donations or grants;
 - Location of existing structures, utilities, setbacks, encroachments and area of all lots, tracts, parcels or building sites after adjustment;
 - The file number of the BLA must be on the BLA survey map with the legal description of the total area being adjusted before the BLA/survey is ready for recording; and
 - Any regulated critical areas such as wetlands, streams, steep slopes or wildlife habitat.

CERTIFICATES:

- A. "Examined, found to be in conformity with applicable zoning and other land use controls, and approved this ____ day of _____, 20____.

Community Development Director

- B. "I hereby certify that this boundary line adjustment is based upon actual survey and subdivision of Section _____, Township _____ North, Range _____ EWM; that the distances, courses and angles are shown thereon correctly; that the monuments shall be set and lot corners shall be staked correctly on the ground, that I fully complied with the provisions of the state and local statutes and regulations governing surveying.

Licensed Land Surveyor (Seal)

- C. "I hereby certify that all state and county taxes heretofore levied against the property described herein, according to the books and records of my office, have been fully paid and discharged, including ____ taxes."

Treasurer, Snohomish County

- D. "Filed for record at the request of ____ this ____ day of ___, 20___, at ____ minutes past __m, and recorded in Vol. ___ of Plats, page ___, records of Snohomish County, Washington.

Auditor, Snohomish County

DECLARATION OF OWNERSHIP TO INCLUDE THE FOLLOWING:

- E. "I am the owner, or owners, of the property subject to the boundary line adjustment, and acknowledge that I am solely responsible for securing and executing all necessary legal advice or assistance concerning the legal documents necessary to transfer title to those portions of the properties involved in the boundary line adjustment; and that the legal documents necessary to transfer title to the property in question have been prepared and executed so that, upon the recording of the boundary line adjustment, the title to the properties will accurately reflect the new configuration resulting from the boundary line adjustment as approved by the city.

Owner (signature to include notary block below)